



TO: PLANNING COMMISSION

MEETING DATE: APRIL 14, 2025

FROM: ERIN VENTURA, PLANNING CONSULTANT

SUBJECT: SITE PLAN PERMITS- CHAPTER 18.50

BACKGROUND:

The Sutter Creek Municipal Code, Chapter [18.50](#) Site Plans, requires that no building shall be constructed, reconstructed, rehabilitated or demolished on a parcel zoned R-3, C-1, C-2, DTC, MUC, I-1, or I-2 without first securing a Site Plan Permit.

A Site Plan permit is required for interior remodels, and the construction of any size building, including outbuildings.

Currently the permit fee for a Site Plan permit is a \$4,000 deposit.

It has been the practice of the City to bring all Site Plan permits to the Planning Commission for review but there is a provision in the code that allows the Community Development Director to approve Site Plan permits ([18.50.050](#)), following a public hearing.

A public hearing must be noticed 10 days prior to the hearing. A notice is sent to the newspaper and also to all property owners within 300 ft of the subject property. The public hearing noticing process is the same for the Planning Commission.

DISCUSSION:

Typically, all Site Plan applications are brought to the Planning Commission. In the last few months, we have had a few Site Plan applications that involve very minor projects, for example sheds.

Staff would like direction as to what type of projects the Planning Commission feels should be handled at staff level and which should be elevated to the Planning Commission. Site Plans reviewed by staff can be turned around quicker than those that require Planning Commission approval. The noticing costs remain the same, whether reviewed by staff or the Planning Commission.

Items that are approved at staff level that are located within the Historic District will still require Design Review Committee approval.

Also should staff consider a reduced deposit for Site Plan applications that will be reviewed by staff only?